

## Record Keeping and Inspections



Waste Management & Regulations Webinar Series

## Office of Waste Management & Radiological Protection



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## House

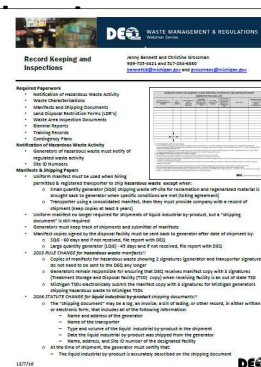
All lines are muted

Questions can be sent to the question/chat box

We will record webinars

Notes page

Questions will be answered



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## Goals

- Reduce inspection anxiety
- Provide opportunity and tools to be prepared for an inspection
- Highlight inspector constraints
- Share examples of good and bad inspection observations



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## Required Paperwork

- Notification of Hazardous Waste Activity
- Waste Characterizations
- Manifests and Shipping Documents
- Land Disposal Restriction Forms (LDR's)
- Waste Area Inspection Documents
- Annual Liquid Industrial By-Product Reports - **NEW**
- Biennial Hazardous Waste Reports
- Training Records
- Contingency Plans



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## Notification of Waste Activity

Hazardous waste generators must notify of their regulated waste activity

The Waste Management and Radiological Protection Division (WMRPD) issues IDENTIFICATION NUMBERS to facilities *per site*

**Liquid Industrial By-Product Generators are No Longer required to have a Site ID number as of March 2016!**



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## Notification of Waste Activity

Site notification using the EQP 5150 form is also required for:

- Hazardous waste and liquid industrial by-product transporters
- Liquid industrial by-product treatment, storage, and disposal facilities (designated facilities)
- Hazardous waste treatment, storage, and disposal facilities
- Large quantity universal waste handlers



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## Waste Characterization

- See 1/18/17 recorded Waste Characterization and Generator Status Webinar and resources at [www.michigan.gov/deqwaste](http://www.michigan.gov/deqwaste)
  - Under “Announcements” select “Hazardous Waste and Liquid Industrial By-product Webinar Series”
- See Solvent Wipes Guidance **NEW**
  - Includes details on additional waste characterization records needed to verify exclusion



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## Waste

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Solvent Wipes Guidance  
[www.michigan.gov/deqwaste](http://www.michigan.gov/deqwaste)

– Under “Announcements” select “Hazardous Waste and Liquid Industrial By-product Webinar Series”



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## Manifests & Shipping Documents

Uniform manifest must be used when hiring permitted & registered transporter to ship **hazardous** waste except when:

SQG shipping waste off-site for reclamation and regenerated material is brought back to generator when specific conditions are met (tolling agreement)



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## Manifests & Shipping Documents

Uniform manifest must be used when hiring permitted & registered transporter to ship **hazardous** waste except when:

Transporter using a consolidated manifest, then they must provide company with a record of shipment (keep copies at least 3 years)



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## Manifests & Shipping Documents

Shipment of **non-hazardous** liquid industrial by-products no longer requires use of uniform manifest as of March 2016

Shipping document is required and generators may use the uniform manifest



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## Manifests & Shipping Documents

Generators must track manifests and shipping documents

Manifest copies signed by the disposal facility must be sent back to the hazardous waste generator after date of shipment by:

**SQG** - 60 days

**LQG** - 45 days



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## Manifests & Shipping Documents

### 2013 RULE CHANGE!!

Generator copies of the manifests for hazardous waste do not need to be sent to the DEQ

For hazardous waste shipped out of state, generators remain responsible for ensuring that DEQ receives manifest copy with 3 signatures (TSD copy)



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## Liquid Industrial By-Product Shipping Document

### 2016 STATUTE CHANGE!!

"Shipping document" may be any of the following in written or electronic form:

- log
- invoice
- bill of lading
- any record that includes required information



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## Liquid Industrial By-Product Shipping Document

The shipping document must include all of the following information:

- Name and address of the generator
- Name of the transporter
- Type and volume of the liquid industrial by-product in the shipment
- Date the liquid industrial by-product was shipped from the generator
- Name, address, and Site ID number of the designated facility



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## Liquid Industrial By-Product Shipping Document

At the time of shipment, generator must certify

- The liquid industrial by-product is accurately described on the shipping document
- Shipment is in proper condition for transport
- The information on the shipping document is factual



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## Liquid Industrial By-Product Shipping Document

Generator provides copy of shipping document to transporter to accompany shipment to the designated facility

Generator must receive confirmation of acceptance of the liquid industrial by-product from the designated facility

Generator must maintain records for 3 years



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## Liquid Industrial By-Product Designated Facility

Liquid Industrial by-product designated facility is a facility that receives liquid industrial by-product from another site, this could include:

- Receiving unwanted liquid waste from other locations owned and operated by the same company
- Receiving unwanted liquids from other companies



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## Liquid Industrial By-Product Designated Facility Annual Report

### 2016 Statutory Change!!

First report due April 30, 2017

Report identifies liquid industrial by-product received in prior calendar year or 1/1/16 to 12/31/16

E-mailed completed EQP 1602 form (excel file) to DEQ-Part-121-Reporting@michigan.gov



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## Liquid Industrial By-Product Designated Facility Annual Report

No report required if designated facility received only by-product from only 1 generator owned, operated or legally controlled by the receiving facility

Required reporting includes:

- Name and address of the designated facility
- Calendar year covered by the report
- Types and quantities of by-product received
- Description of the manner in which the by-product was processed or managed



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## Liquid Industrial By-Product Designated Facility Annual Report

### Waste Reporting Types

- |   |                                  |
|---|----------------------------------|
| • Antifreeze  | • Other Oil                      |
| • Brine Car Wash Sludges                                      | • Other Wastes                   |
| • Conditional Exempt Small Quantity Generator Hazardous Waste | • PCB                            |
| • Coolants and Water Soluble Oils                             | • Pharmaceutical                 |
| • Crankcase Oil   | • Sanitary Sewer Cleanouts       |
| • Grease Trap Wastes  | • Storm Sewer Cleanouts          |
| • Hazardous Secondary Materials                               | • Water Based Cleaning Solutions |
| • Mixed Solvents  | • X-Ray/Photo Cleaning Solutions |
|   | • Universal Waste                |



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## Liquid Industrial By-Product Designated Facility Annual Report

### Waste Treatment Types

- |   |   |
|---|---|
| • Authorized Discharge to Municipal Sanitary Sewer System | • Recycling (such as antifreeze or non-hazardous solvent recycling) |
| • Beneficial Reuse  | • Recoverable Petroleum Products (RPP) Re-refining                  |
| • Blending with Hazardous Waste for Fuel                  | • Solidification/Landfilling  |
| • Deep Well Injection                                     | • Storage Only  |
| • Elementary Neutralization                               | • Used Oil Fuel   |
| • Filtration  | • Used Oil Recovery/Recycling                                       |
| • Incineration  | • Used Oil Re-refining  |
| • Non-hazardous Waste Fuels                               | • Wastewater Treatment (precipitation)                              |
| • Other Processing (specify)                              |   |



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## Liquid Industrial By-Product Designed Facility Annual Report

Form and instructions are available at  
[www.michigan.gov/deq/waste](http://www.michigan.gov/deq/waste) -  
 under "Announcements" select "Part 121 Liquid  
 Industrial By-Product Reporting"



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## Liquid Industrial By-Product

- Example Sh
- FAQ
- Liquid Indu
- Recorded W

[www.michigan.gov/deq/waste](http://www.michigan.gov/deq/waste)  
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## Hazardous Waste Land Disposal Restrictions (LDR)

(Rule 311 and 40 CFR 268)

LQGs and SQGs must determine if the waste  
 requires treatment before land disposal

LQGs and SQGs must provide notice of LDR  
 information for the initial waste shipment to each  
 off-site TSD

Notification required even for shipment to  
 non-land based TSDs (e.g. incinerator)



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## Hazardous Waste Land Disposal Restrictions (LDR)

(Rule 311 and 40 CFR 268)

Applies to listed & characteristic hazardous wastes  
 from SQGs & LQGs

Notice sent to each TSD for each waste stating  
 waste meets or does not meet LDR standards

Requires treatment before land disposal for most  
 wastes



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## Hazardous Waste Land Disposal Restrictions (LDR)

(Rule 311 and 40 CFR 268)

Land disposal includes  
 any disposal on land  
 (landfill, land treatment,  
 injection well, salt  
 caverns, etc.)

New LDR notice must be  
 sent when there is a  
 waste or facility change



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## Hazardous Waste Land Disposal Restrictions (LDR)

(Rule 311 and 40 CFR 268)

To determine if treatment is required,  
 review if waste codes for each waste  
 stream meet the standards in 40 CFR  
 268.40, 268.45(debris), or 268.49(soil)

Notification required even for shipment to  
 non-land based TSDs (e.g. incinerator)



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## Hazardous Waste Land Disposal Restrictions (LDR)

(Rule 311 and 40 CFR 268)

LDR Notice must include:

- Manifest document number
- EPA hazardous waste numbers
- Treatment standards

*There is no standard EPA notification form  
for the LDR notice!*



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## LDR Generator Recordkeeping

Generators treating prohibited waste to meet the standards in 40 CFR 268.48 must have a written waste analysis plan describing the activities they perform to meet the treatment standards

All generator LDR records are required to be maintained for 3 years from the last date of shipment or on-site treatment and/or disposal, whichever is later



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## LDR Generator Recordkeeping

Keep LDRs & related documents for at least 3 years after waste last sent to TSDF

LDR's must have complete information such as categories of waste and underlying hazardous constituents

Information on LDR must be consistent with the waste characterization



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## Hazardous Waste Biennial Report

(Rule 307)

Details hazardous waste activity in the previous odd numbered year

Required of LQGs and TSDs

Submit to WMRPD by March 1 of even-numbered year

Report includes both MI & EPA hazardous wastes

Keep copy at least 3 years from due date



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## Hazardous Waste Biennial Report

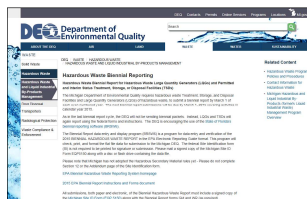
(Rule 307)

**2014 WMRPD CHANGE!!!**

WMRPD no longer mails out biennial report packets

The process changed to provide for electronic submittal

Find 2016 reporting information on the DEQ Biennial Reporting Web page



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## Hazardous Waste Area Inspection Documents

SQG & LQG must perform:

- ✓ weekly container accumulation area inspections
- ✓ daily for tank inspections

LQGs must document hazardous waste container accumulation area and tank inspections



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## Emergency Planning & Training Requirements

### CESQG

- No specific requirements

### SQG

- Informal training
- Training records not required
- No stipulated review period
- Must post **CURRENT** emergency info by phone near operations
- Must send facility diagram to responders or discuss facility layout, access roads, evacuation routes, etc.,
- Must ensure emergency coordinator is identified and on premises or on-call



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## Emergency Planning & Training Requirements

### LQG employee training documents:

- Must have written hazardous waste training program
- Must conduct annual training for employees
- Must keep written training records for 3 years
- Training must be conducted by someone qualified to give training
- Must have description of the **type of training given**
- Training must be conducted by someone who is qualified to conduct training



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## Emergency Planning & Training Requirements

Must have **CURRENT** & complete written contingency plan on-site

Must make arrangements with fire department, police, hospitals, emergency response contractors, and local emergency response teams & document that they were contacted

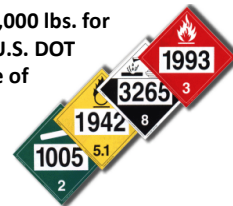


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## Pre-Transport Requirements

(Rule 305(1)(e))

SQG & LQG offering 1,000 lbs. for shipment must have U.S. DOT placards for their type of waste available for transporters at pick-up



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## Tank Inspection Documents

All tank inspections must be documented and all records must be kept for at least 3 years



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## Tank Certification

Must obtain a written assessment that is reviewed and certified by a qualified professional engineer that includes:

Design standards

Hazard characteristics of the waste

Determination performed by corrosion expert if the external shell of a metal tank is in contact with soil or water

Design considerations if tank affected by vehicles



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## Tank Certification

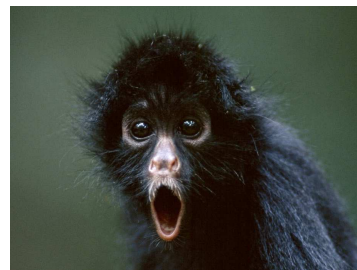
Requires professional engineer certification

Written certification must be on file at facility



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## Inspection Day!!

## Inspection Day!!

When and why does an inspector visit?

- Routine compliance inspection
- Complaint received
- Manifest discrepancies
- Inspection requested by another agency



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## How to Survive an Inspection



*Relax      Don't be adversarial*



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## How to Survive an Inspection

Have your records in order!



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## How to Survive an Inspection

Don't try to hide anything



If asked to "fix" something, consider doing it then, if possible



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## What Do Inspectors Look At?

### Waste Related Records:

- ✓ Waste characterizations
- ✓ Manifests
- ✓ LDR's
- ✓ Storage area logs
- ✓ Biennial report
- ✓ Emergency Preparedness
- ✓ Personnel training records
- ✓ Contingency plans
- ✓ Spill control equipment



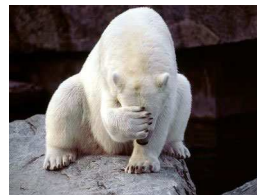
### Waste Handling and Accumulation Areas:

- ✓ Containers
- ✓ Labeling
- ✓ Secondary containment



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## Gallery of Violations



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## Hazardous Waste Manifest Common Violations

Using wrong ID number

Using wrong or incorrect waste codes

Failing to send copy to state (when required)

Failing to keep signed manifests for three years

Failing to have records of used oil shipped on consolidated manifest



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## LDR Common Violations

- Failing to keep LDRs & related documents for at least 3 years after waste last sent to TSDF
- Missing LDR notification and waste analysis documents
- Missing or incomplete information such as categories, underlying hazardous constituents, and manifest numbers
- Listing LDR information that is inconsistent with waste characterization



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## Other Common Violations

- Failing to have waste characterizations on site for **all wastes**
- Failing to have copy of **last** Biennial Report on-site (LQG)
- Failing to have **updated** contingency plan on-site (LQG)
- Failing to have **annual** personnel training records on-site (LQG)



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## Common Storage Violations

Failing to have adequate space or aisle width to properly inspect containers and for emergency personnel

Failing to have labels visible for inspections



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## Common Storage Violations

Don't stack more than 2 drums high!

Leaning drum is a safety issue!



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## Common Storage Violations

Exceeding the allowable on-site **accumulation time** limit for hazardous waste without requesting an extension or obtaining a storage permit



Notice **leaking** drum and stains

## Common Storage Violations

Using Containers in **Poor** Condition



Some bad containers are obvious!

Leaking bucket & tank



## Common Storage Violations



Others require looking all around the container to see a problem

Look for staining as a sign



## Common Storage Violations



Leaving containers **exposed** to weather or vandals



## Common Storage Violations

Failing to keep the containers **closed**, except when waste is added or removed



## Common Storage Violations

Leaving **funnels** in place that are not screwed into the bung and funnel not capable of being kept closed would be considered open



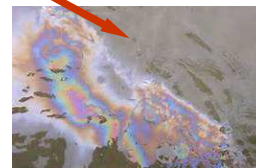
Valve must be closed except when adding waste



Notice splashing on wall

## Common Storage Violations

Other leaks require noticing signs on the ground or puddles, etc.



## Uncommon Storage Violations



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## Compliant Storage Options



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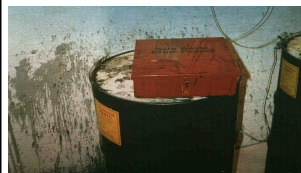
## Compliant Storage Options



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## Compliant Closure Options



Use lockable options



Notice the valve, it automatically closes when handle is released



## Storage Container Labeling Violations

Listing incorrect or incomplete information on hazardous waste labels



Missing the accumulation date

Missing the words "Hazardous Waste"

Missing the hazardous waste number(s)

## Compliant Storage Labeling



Accumulation Label



Shipping Label

## Compliant Storage Labeling



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## Compliant Storage Labeling

Liquid Industrial By-products

2016 Statutory Change!!



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## Common Used Oil Violations

ILLEGAL DISPOSAL OF USED OIL



## Common Storage Violations of Used Oil



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### Compliant Used Oil Storage Options



### Common Secondary Containment Violations



Lacking or inadequate secondary containment for LQG, SQG with over 2200 lbs. & any facility storing acutely hazardous wastes

### Common Secondary Containment Violations

Failing to elevate containers or have case of containment sloped to drain when required

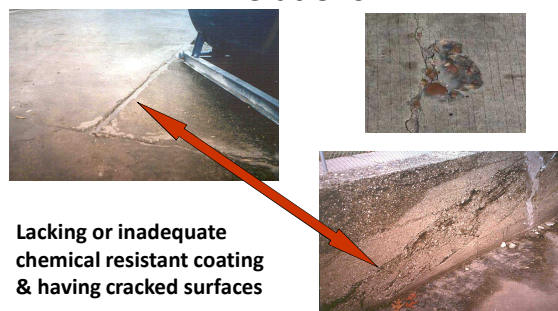
Notice the staining



Lacking or inadequate squirt protection

Sill is not high enough

### Common Secondary Containment Violations



Lacking or inadequate chemical resistant coating & having cracked surfaces

### Common Secondary Containment Violations



Failing to remove precipitation in a timely manner from containment areas

How can drums be checked for leaks if buried in snow?

### Compliant Secondary Containment Options



Sloping ramp saves backs and reduces spills when moving materials in & out of containment area

Spill pallets OK for solids but does NOT provide squirt protection for liquids



This type does provide squirt protection



## Sorbents



Sorbents used to clean up hazardous waste by SQG or LQG *must* be handled as hazardous waste

Can be landfilled IF:  
don't contain free liquids, **AND**  
not a hazardous waste, OR  
were generated by CESQG



## What Kind of Inspection Follow-up Is Necessary?



Respond according to the letter sent by the WMRPD

Accompany inspector if there is a follow-up second inspection

Have a question about the inspection? Call the inspector who visited your facility

Have general waste question? Call the Environmental Assistance Center 800-662-9278 for referral



## Questions



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## Upcoming Waste Webinars

- May 2017 – CESQG & Liquid Industrial By-product Requirements
- June 20, 2017 – Part 111 Rule Changes Webinar
- July 12, 2017 – 21st Century Materials Management Infrastructure Webinar



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